



**Comox Community Centre's
5th Annual
Christmas Gift Fair
2010 APPLICATION FORM**



Applicant Name: _____ Business Name: _____

Mailing Address: _____ City: _____

Postal Code: _____ Phone: _____ Email: _____

Please check appropriate box: Hand Crafted Commercially Produced Items
Crafts/goods to be displayed (please be specific as you can not sell anything that is not listed here) _____

Please select from the following, and indicate your 1st, 2nd and 3rd choice of location. We will endeavour to accommodate your request. This is on a first-come first-serve basis. All tables are 6ft x 2.5ft. These prices reflect participation in the show for 3 days. Please note that GST is included in the prices shown.

VENDORS/CRAFTERS WILL RECEIVE 10% OFF FOR 2010 IF REGISTERED BY FEB 27TH 2010.

1 Table \$104.50 <input type="checkbox"/>	2 Tables \$192.50 <input type="checkbox"/>	Mini Booth 2 Tables \$214.50 <input type="checkbox"/>	End Booth 3 Tables in centre \$275.00 <input type="checkbox"/>	Wall Booth 2 Tables w/wall \$303.50 <input type="checkbox"/>	Large Wall Booth 3 Tables w/wall \$352.00 <input type="checkbox"/>
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Please indicate the booth numbers (refer to the floor plan) of your top 3 choices: _____

Yes, I would like to request power. **You must provide your own extension cords.**

Office Use only

Date Application received: _____ Photos received: Yes _____ No _____

Amount Paid: _____ Method of Payment: _____

Waitlisted: _____ Notes: _____

Applicant's Agreement

I will be fully responsible for any damage to the facility property, or premises incurred by myself or any persons connected with my booth/table space. I hereby release the Town of Comox, its employees, agents or volunteers from any responsibility in case of loss or damage to my goods or possessions. I agree to: release. Save harmless and indemnify members of the Town of Comox, and/or their employees, agents volunteers and contractors from and against all claims, actions, costs and end expenses and demands in respect of death, injury, loss or damage to my person or property where so ever caused, arising out of, or in connection with my taking part in the event and not withstanding that the same may not have been contributed to or occasioned by any act or failure to act (including, without limitation, negligence) the Town of Comox and/or any one or more of their employees, agents or volunteers. I undertake to indemnify and render harmless the above mentioned organizers against all claims by purchasers of my goods that prove to be defective or which cause injury or damage.

I AM THE DESIGNER, CREATOR AND PRODUCER OR OWNER OR DISTRIBUTOR OF THE WORK I WILL BE SELLING AT THE FAIR. I am aware of the terms applicable to the sale of commercially produced items mentioned. I agree that I am not to exceed my allocated space or block any exits with my display.

I HAVE READ AND AGREE WITH THE TERMS SET FORTH HEREIN

Signature of Applicant

Date



Comox Community Centre's 5th Annual Christmas Gift Fair 2010 Information Sheet



Comox Community Centre
1855 Noel Avenue, Comox, B.C. V9M2H4 ~250-339-2255
Email: info@comoxrecreation.com

Dates and Times:	Friday, November 19 th	2:00pm-9:00pm
	Saturday, November 20 th	10:00am-5:00pm
	Sunday, November, 21 st	10:00am-4:00pm

Thanks for choosing to participate in our Gift Fair. We will endeavour to provide the public with the greatest variety of arts, crafts and commercial products as possible which means we may be limiting the number of participants in any one category. Commercial products will be limited to three vendors. We will also establish a waitlist.

Presentation: Only the wall booths will display shelves or backdrops behind their tables or against the wall. The booths in the centre will not accommodate shelving unless the shelves are placed on the tables, there will be no space for back drops in the centre booths as this will interfere with other crafters in that area. We wish to project a professional image. Therefore, all tables must be cloth-skirted to the floor. No boxes with extra stock are to be in view. Tacks may not be used on tables or walls. No duct tape to be used on floors. Masking tape only may be used on tables and floors. Decoration of the booths is always encouraged

Food vendors must have proper certification and it must be displayed at their booth.

Payment: MasterCard, VISA, Debit or personal cheques made out to: "Town of Comox". The GST is included in the fee.

Door Prize Donation: Vendors will be asked to donate an item for the door prize draw. Winners will be directed to the Vendors table to receive their prize.

Set Up Time: 10:00am-1:30pm on Friday November 19th. Unloading will be at the double doors off of the main walkway. Once you have completed loading and set-up please leave parking spaces closest to the building open for customer parking.

Take Down: Sunday November 21st immediately following the event. No exceptions.

Cancellation: For medical reasons and with the appropriate documentation, you will receive a full refund minus the administration fee of \$25.00. If you cancel before September 30th, you will receive a refund of 50% off of the booth fee. After October 1st there will be no refund given.

General Information: The organizers will request the removal of any items that are of poor quality or not in good taste or are not listed on the front of this form. Licensing, insurance and collection of applicable taxes is the responsibility of the exhibitor. Vendors can not sell items outside of their designated area. Vendors must be present and selling items throughout the duration of the Fair.

The floor plan is attached. By making payment for a certain size of table/booth, that payment will be confirmed. For placement on the floor plan, it should be noted that FINAL SELECTION ON THE FLOOR PLAN will be made closer to the show date and confirmation of the exhibitor's location and corresponding number will be made available to the exhibitor. This will ensure that the crafters with similar work are not placed next to each other. Please complete this application in full, and submit it along with photos or website (if you have not participated in this gift show previously) of your work to the above address. Please note that the photos are for placement purposes only, not for jurying. Email info@comoxrecreation.com